

Soccer Club of Toronto



SC Toronto P.O. Box 234 Station E Toronto ON M6H 4E3 Tel: (416)588-9355 Fax (416)588-7545 Email: info@sctoronto.ca

<http://www.sctoronto.ca>

Fundraising and Sponsorship Policy and Procedures

Sponsorship and fundraising are an integral to offsetting the team costs associated with training and playing competitive soccer. Managers/Head Coaches are responsible for initiating these activities.

Procedures

SPONSORSHIP LOGOS

Sponsors can have their logos screened onto the front of your team's jerseys. Teams with sponsors are required to get a copy of the business artwork – preferably in a high resolution or SVG digital format – and provide it to the club. Expect the printing process to take two weeks in April, and less time after the uniforms are distributed.

FORMS

- A sponsorship form must be completed for every sponsor each season. This form is updated bi-annually, you must request a copy of the most updated form before starting the sponsorship process.
- All parents **MUST** sign the team's Fundraising/Sponsorship Consent Form before the start of the season, acknowledging that all monies raised are property of the team and not of individual players.

TEAM ACCOUNTS

All monies raised by each team will be kept in a separate account by the club. Monies must be carefully documented. Our club requires:

- All Sponsorship and fundraising monies must be handed in one week after receipt by a team official and recorded by the club.
- If the team incurred a cost during a fundraiser or for a sponsor or purchased team equipment, a receipt for the cost must be first documented before reimbursement.
- A cheque for reimbursements will be issued two weeks from the date receipts are received.

FUNDRAISING

- All fundraising efforts **MUST BE APPROVED BY THE CLUB** prior to starting as there are numerous concerns that need to be addressed.
- Any paperwork, raffle tickets or flyers that must be approved.
- Clear start and end dates of fundraising activities, who will be collecting the money.
- Once approved, all money raised should be counted with witnesses present and amounts verified.
- All money and receipts associated with the fundraising must be turned in to the club house within a week of the fundraising ending. **NO EXCEPTIONS**.
- Money should **NEVER** be taken "off the top" to cover expenses.

POLICY

1. All fundraising and sponsorship monies, regardless of how obtained, once collected belong to the team/club.
2. If your child is no longer part of the team, either during the season or at its conclusion, no refund will be provided to you or your child for any unused monies.
3. Any unused monies will remain with the team and roll forward to the next season.
4. Any items both physical and virtual purchased with fundraising / sponsorship monies, remain with the team.
5. A coach shall not select players for his/her team because the player is a child of a proposed sponsor.
6. All monies donated to the team must be reported to the club. The club will provide a receipt acknowledging the deposit.

If you have any questions or concerns, please contact us at info@sctoronto.ca

POLICY DATED January 1st, 2018